

## **R 5-20-2     Types of Credit Cards Which May be Issued**

### **Vendor Issued Credit Cards:**

- ❖ Vendor issued credit cards can include cards issued by gasoline companies (such as Exxon) or general merchandise outlets (such as Wal-Mart, Sam's Club, Lowe's, etc.)
- ❖ Vendor issued credit cards may be issued either in the name of Preston County Schools without an authorized employee's name printed on the card, or in the name of the school system and each individual cardholder's name also printed on the card.
- ❖ A vendor issued credit card can generally be used only for purchases from that particular vendor or related vendors. Normally, there are very few restrictions as to the type of merchandise that can be purchased using the card, therefore, a requisition and/or a purchase order must be approved by the Superintendent or his/her designee prior to the purchasing of goods or services.
- ❖ In the cases where a vendor issued card is issued only in the name of the school system, to maintain accountability and control, the Superintendent or his/her designee shall maintain a log for each card whereby employees are required to sign-out the card each time the card is being used. A sample form can be found in Appendix C of SBP 8200.
- ❖ Employees who are authorized to use a vendor issued credit card must attend a training course specifically designed for cardholders, whereby all rules pertaining to card use are discussed in detail, including purchasing policies, ethics, and disciplinary action that could result if the card is misused.
- ❖ Employees who are authorized to use a vendor issued credit card must also sign a statement acknowledging that they have attended the training session and that they understand and are willing to assume the responsibilities that are associated with the card's use (See Appendix C of SBP 8200 for a sample form).

### **Corporate Credit Card for the Payment of Travel Related Expenses:**

The Board may obtain a corporate credit card for designated employees to use in charging authorized travel related expenses. The cards must be issued in the name of the Preston County Schools and the individual cardholder.

- ❖ Authorized Card Holders:
  - Corporate credit cards for the payment of travel related expenses may be issued only to the Board's regular, full-time employees;
  - Each card must be issued in the name of an individual cardholder. Only the employee whose name appears on the front of the card is an authorized user of the card. Cards cannot be issued generically in the name of the Board;
  - Employees to whom travel cards are issued must attend a training course specifically designed for cardholders, whereby all rules pertaining to card use are discussed in detail, including purchasing policies, ethics, and disciplinary action that could result if the card is misused; and
  - Employees to whom travel cards are issued must also sign a statement acknowledging that they have attended the training and that they understand and are willing to assume the responsibilities that are associated with the card's use.

- ❖ The card is to be used only for authorized travel related expenses incurred by the cardholder. Travel expenses for other individuals, even if they are Board employees, cannot be charged to another employee's card.
- ❖ The monthly statement shall be issued to the Board for payment. The cardholder shall assist the Treasurer in reconciling the monthly statement to assure that only authorized expenses are being paid.
- ❖ All personnel are required to follow all travel authorization and reimbursement requirements and must submit a travel expense reimbursement request prior to the payment of the travel expenses by the Board even if all expenses incurred for the travel were charged on the card. The purpose of this is for the Board to have on file a certification from the traveler that all travel related expenses appearing on the statement were for an authorized purpose.